

DCI/RM 79-1832

13 November 1979

MEMORANDUM FOR: Deputy to the DCI for Resource Management

FROM:

Director, Program and Budget Office

SUBJECT:

Appeal

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1. The purpose of this memorandum is to take advantage of your invitation to appeal your tentative decision which would result in the loss of a secretarial position in PBO in FY 1981.

2. I believe the following points provide a strong rationale for reconsidering your decision:

- With seventeen professionals and six secretaries, the 3/1 ratio for PBO compares very favorably with the overall 2/1 ratio of RMS. Losing one of my secretaries would raise the ratio to 3.4/1, and indicates to me that we would have an even harder time providing adequate support to our Program Monitors, particularly in light of the office's consistently high volume of output and the diversity of activities of our Program Monitors.
- With the exception of a single Program Monitor's space, PBO is fully staffed at the current level--23--and still cannot keep up with the regular workload. People routinely lose leave and put in extraordinary amounts of overtime:
  - o Last year eight people lost a total of 170 hours of annual leave.
  - o Our secretaries have logged about 900 hours of overtime in the past year (roughly half a manyear of effort).
  - o Our system of keeping T/A records does not allow us to keep track of professional overtime, but, as you know, PBO professionals put in extended work days and frequent holiday and weekend work.

Such a sustained level of effort would seem to justify more, not less, help in PBO unless you are willing to accept a lower level of output (and I'm not sure what you would find acceptable to reduce).

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- You have, in order to "spread the wealth," dipped into package #10 on your approved ZBB ranking. This not only places the validity of the approved ranking in doubt, but raises questions as to why the necessary spaces were not found in areas where on-board strength has been chronically below authorized strength or in areas where the "normal" workload is not so great.

3. Should this decision be allowed to stand, we will be in the anomalous position of having to physically reassign a person while elsewhere on the Staff we have unfilled spaces. Moreover, I will find it difficult, if not impossible, to continue demanding the exceptional level of performance we currently get from people serving in PB0.

4. Finally, with paid parking and increased commuting expenses, our people are trying more than ever before to utilize carpools and public transportation. We are less and less able to make up for reduced manpower by overtime work. And, in fact, forcing reliance on overtime both lowers morale and flies in the face of a government-wide policy to restrict the use of private transportation.

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